

## B'nai Mitzvah 2 Year Timeline for Families and TBI Staff

Date	Student/Family	Staff
May/June of 5 <sup>th</sup> grade year	<ul style="list-style-type: none"> <li>- Attend meeting for incoming 6<sup>th</sup> grade families w/RAS</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare b'nai mitzvah family handbooks and student liturgy books for incoming 6<sup>th</sup> graders</li> <li>- Lead meeting for incoming 6<sup>th</sup> grade families &amp; distribute family handbooks</li> </ul>
August/September of 6 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>- Choose b'nai mitzvah date and parasha</li> <li>- Complete and submit contract and entrance form</li> <li>- Pay first installment of Life Cycle fee to reserve date (\$200)</li> <li>- Express any preference for mentor</li> </ul>	<ul style="list-style-type: none"> <li>- RRS – approve chosen date</li> <li>- RAS/Rachel collect signed paperwork</li> <li>- Confirm with Jacque that TT tuition is up to date and first installment of Life Cycle fee paid</li> <li>- RAS - Help match student with mentor</li> </ul>
Beginning of 6 <sup>th</sup> grade (Fall Term)	<ul style="list-style-type: none"> <li>- Make appointment w/RRS to receive parasha materials some time in 6<sup>th</sup> grade year</li> <li>- Receive mentor assignment</li> <li>- Receive student liturgy book</li> <li>- Attend Shabbat services as often as possible and all learners' services</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm dates with families</li> <li>- Continue to collect paperwork</li> <li>- Distribute student liturgy books</li> <li>- Schedule learners' services send out schedule and info to families</li> <li>- Distribute siddurim to 6<sup>th</sup> grade students</li> </ul>
12 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Try to attend Shabbat morning service of student's parasha</li> <li>- Meet with RRS and obtain parasha materials if you haven't already</li> <li>- Contact Rachel to set up first family appointment w/Rabbi Ruhi</li> <li>- First family meeting w/RRS and mentor assignment</li> </ul>	<ul style="list-style-type: none"> <li>- Make sure kids have received parasha materials</li> <li>- Rachel reaches out to family to schedule first family meeting w/RRS</li> <li>- RRS matches student with mentor</li> <li>- RRS first family meeting</li> </ul>
9 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Attend first family meeting w/RRS if you haven't already</li> <li>- Start working w/mentor</li> <li>- Review goals, specific needs, expectations about b'nei mitzvah w/RRS</li> <li>- Pay 2<sup>nd</sup> installment of Life Cycle Fee (\$150)</li> <li>- Pay 1<sup>st</sup> installment of tutoring payments (\$200)</li> </ul>	<ul style="list-style-type: none"> <li>- Make sure families have attended first meeting w/RRS</li> <li>- Make sure mentor assignments have been finalized and kids have connected with their mentors</li> <li>- Confirm with Jacque that 2<sup>nd</sup> LC installment and 1<sup>st</sup> tutoring installment are paid</li> </ul>
8 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Student begins working w/mentor if they haven't already</li> <li>- Continue to attend Shabbat services and learners' services</li> <li>- Continue meetings w/RRS re: d'var</li> </ul>	<ul style="list-style-type: none"> <li>- Check in with mentors and families to make sure students are meeting with mentors</li> <li>- Track service attendance</li> <li>- Rachel schedule meetings w/RRS</li> </ul>

7 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Pay 3<sup>rd</sup> and final installment of Life Cycle fee (\$150)</li> <li>- Continue meetings w/RRS re: d'var</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm w/Jacque that family has paid 3<sup>rd</sup> installment of LC fee</li> <li>- Rachel schedule meetings w/RRS</li> </ul>
6 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Pay 2<sup>nd</sup> installment of tutoring payments (\$200)</li> <li>- Continue meetings w/RRS re: d'var</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm with Jacque that 2<sup>nd</sup> tutoring installment is paid</li> <li>- Rachel schedule meetings w/RRS</li> </ul>
4-5 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Continue meetings w/RRS re: d'var</li> <li>- Parents learn blessings for tallit, Torah readings, shehecheyanu (mentors can help)</li> </ul>	<ul style="list-style-type: none"> <li>- Rachel schedule meetings w/RRS</li> </ul>
3 months prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Pay 3<sup>rd</sup> installment of tutoring payments (\$200)</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm with Jacque that 3<sup>rd</sup> tutoring installment is paid</li> </ul>
6 weeks prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Continue meetings w/RRS re: d'var</li> <li>- Finalize honors for family members and friends</li> </ul>	<ul style="list-style-type: none"> <li>- Rachel schedule meetings w/RRS</li> </ul>
1 month prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Final meeting w/RRS re: d'var</li> <li>- Practice on bimah with mentor</li> </ul>	<ul style="list-style-type: none"> <li>- Rachel schedule meetings w/RRS</li> </ul>
1 week prior to b'nei mitzvah date	<ul style="list-style-type: none"> <li>- Dress rehearsal (usually Thursday 3:30-5:30pm)</li> </ul>	<ul style="list-style-type: none"> <li>- Rachel confirm rehearsal</li> </ul>